



*Annual Performance Report Form*

**Facility Name:** Ciba Specialty Chemicals Corporation

**Performance Track ID #:** A03-0001

**Annual Performance Report #:** 1

**Reporting Year:** 2001

**Due Date:** April 1, 2002

## Section A

# General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

*Did you make changes? If so, check box.*

- A.1 ☐ Name of your facility: Ciba Specialty Chemicals Corporation
- A.2 ☐ Name of your parent company: Ciba Specialty Chemicals, Inc.
- A.3 ☐ Facility contact person for the Performance Track program  
Name: Mr./Mrs./Ms./Dr. Mr. Jeffrey A. Morris  
Title: Environmental Coordinator  
Phone: (302)992-5775 Fax: (302)992-9371 E-mail: jeff.morris@cibasc.com
- A.4 ☐ Facility's location  
Street Address: 205 South James Street  
Street Address (cont.):  
City/State/Zip Code: Newport, DE 19804
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:  
☐ Fewer than 50 ☐ 50 - 99 ☒ 100 - 499 ☐ 500 - 1000 ☐ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 325132 \_\_\_\_\_
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."  
No changes

## Section B

# Environmental Management System

**B.1 Environmental Management System Assessment.** Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☒ Yes ☐ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

SQS audited both ISO 9001 & 14001 from October 29 - 31, 2001.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

The site has a cross-functional internal auditing teams. In September of 2001, audits of all operational and support areas were conducted for both ISO 9001 & 14001 elements.

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

The SQS audit as well as the internal audit teams audited site guidelines which outline permits specific to the site (9/01)

The Department of Natural Resources & Environmental Control: Title V permit Audit (9/01)

NPDES permit inspection was conducted by the county (10/01)

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Other inspections include internal daily/weekly RCRA inspections of waste storage locations, quarterly SPCC inspections of all production areas as well as weekly housekeeping inspections for the Site.

## Section B

(continued)

### B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

Some minor findings uncovered during audits in 2001 have led to improvements in the site EMS. Organization of records (inspections, equipment readings ect.) has been streamlined to ensure all documents which need to be maintained to demonstrate compliance are easily accessible. An effort is currently underway to expand our internal auditing program by training more auditors and including all departments.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed? *mo/yr* 1/02

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Colin Mackay

Title: Site Manager

## Section B

(continued)

**B.2 ISO 14001 Certification.** Is your facility currently certified to ISO 14001? ☒ Yes ☐ No

**B.3 Environmental Aspects Identification.** When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* 1/02

**B.4 Progress Toward Achieving Objectives and Targets.** In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Total Energy Use	The Facility's activities related to this aspect are described in Section C1. Baseline has been changed from an estimated to an actual number.
Emission of Toxics	The Facility's activities related to this aspect are described in Section C2. Baseline has been changed from an estimated to an actual number.
Air Emissions	The Facility's activities related to this aspect are described in Section C3.
Hazardous Solid Waste	The Facility's activities related to this aspect are described in Section C4.

## Section C

# Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

### Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

**Category** (see page 16 of the instructions): Energy Usage

**Aspect** (see page 16 of the instructions): Total Energy Use

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	288,916	281,343			232,570 (optional)
<i>Measurement Units</i>	mmBTU				
<i>Normalizing Factor*</i>	1.0	0.94			1.25 (optional)
<i>Basis for your Normalizing Factor*</i>	Lbs produced				
<i>Normalized Quantity* (per year)</i>	266,595	299,301			186,056

\*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Due to startup of a new manufacturing facility Ciba needed to run a third manufacturing area for six months and did not realize the energy savings originally anticipated with the start-up of a more energy efficient plant.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.2 Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

<b>Category</b> (see page 16 of the instructions): Air Emissions					
<b>Aspect</b> (see page 16 of the instructions): Emissions of Toxics					
	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity</i> (per year)	101,600	58,000			24,294 (optional)
<i>Measurement Units</i>	lbs/yr				
<i>Normalizing Factor*</i>	1.0	0.94			1.25 (optional)
<i>Basis for your Normalizing Factor*</i>	Lbs produced				
<i>Normalized Quantity*</i> (per year)	101,600	61,702			19,435
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The closing of an old manufacturing area for the last six months of the year contributed to the majority of the reductions as well as the operation of a modern facility with greater solvent recovery capabilities.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.3

### Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

<b>Category</b> (see page 16 of the instructions): Air Emissions					
<b>Aspect</b> (see page 16 of the instructions): Emissions of NOx					
	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	1998	2001			2003
<i>Actual Quantity</i> (per year)	23,981	19,660			10,980 (optional)
<i>Measurement Units</i>	lbs/yr				
<i>Normalizing Factor*</i>	1.0	0.96			1.25 (optional)
<i>Basis for your Normalizing Factor*</i>	Lbs produced				
<i>Normalized Quantity*</i> (per year)	23,981	20,479			8,784
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Improvements are due to instillation of new low NOx boilers. In addition, with the closure of our old crude production facility we expect to see a further decrease in 2002.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).



# Section C

(continued)

## C.4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

**Category** (see page 16 of the instructions): Waste

**Aspect** (see page 16 of the instructions): Hazardous Solid Waste

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	1,500,000	2,611,000			600,000 (optional)
<i>Measurement Units</i>	lbs/yr				
<i>Normalizing Factor*</i>	1.0	0.94			1.25 (optional)
<i>Basis for your Normalizing Factor*</i>	lbs of production				
<i>Normalized Quantity* (per year)</i>	1,500,000	2,777,660			480,000

\*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

In 2001 Ciba operated a third production facility for six months prior to it being decommissioned. Wastes generated from production and cleanouts were greater than forecast. In addition, Ciba was unable to recycle a significant solvent waste stream, due to the extended operation of the third facility.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

## Section D

# Public Outreach and Performance Reporting

**D.1** Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

The Ciba, Newport Site has undergone a major modernization over the past several years. Updates concerning activities at the site are communicated to the public in several ways, Ciba publishes an external Newsletter (Community Palette) in which we detail current activities at the site as well as our overall performance. Ciba encourages employees to become involved in volunteer mentoring programs at local schools. Ciba maintains a community complaint system that requires any complaint to be answered within 1 hour at any time of day. In addition, Ciba is involved in local activities such as the annual Christina River Cleanup and donations to local schools.

**D.2** Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☐ Website (URL )

☐ Open House

☒ Meetings

☒ Press Releases

☐ Community Advisory Panel

☐ Other

## Section E

### Self-Certification of Continued Program Participation

On behalf of Ciba Specialty Chemicals Corporation Newport Site,  
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date \_\_\_\_\_

Printed Name Mr./Mrs./Ms./Dr.- Colin Mackay

Title Site Manager

Phone Number/E-mail Address (302)992-5730

Facility Name Ciba Specialty Chemicals, Inc.

Facility Street Address 205 South James Street, Newport, DE 19804

Performance Track Identification Number A03-0001

### **Paperwork Reduction Act Notice**

The public reporting and recordkeeping burden for this collection of information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.